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## **CITY OF GREENVILLE**

POLICY NO.: HR-29

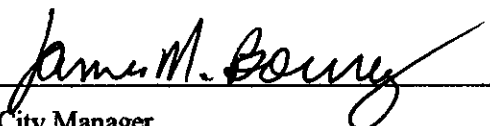
DATE: July 01, 2004

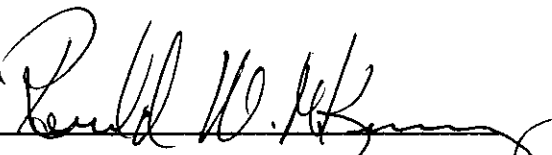
SUBJECT:     **Violence in the Workplace**

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APPROVALS:

  
City Manager

  
City Attorney

  
Human Resource Director

I. **Purpose**

The purpose of this policy is to enhance the safety of the workplace by providing a procedure for identifying, reporting, and responding to threats and actual incidents of violence before they escalate.

II. **Scope**

This policy applies to all classified employees of the City of Greenville.

III. **Policy**

The City of Greenville does not tolerate acts of workplace violence committed by or against employees, visitors, guests, customers or other individuals. The City strictly prohibits employees from making threats or engaging in violent acts. This is a zero-tolerance policy which means the City will discipline or terminate every employee found to have violated this policy. All threats of violence will be viewed with the assumption they will be carried out. Prohibited conduct includes, but is not limited to:

- Battery or injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person such as intimidation, harassment, assault, stalking, overt hostile aggression, or invasion of privacy;
- Engaging in behavior that subjects another to extreme emotional distress;
- Possessing, brandishing, or using a weapon in an unauthorized fashion while on City premises or while engaged in City business;
- Damaging Property intentionally;
- Threatening to injure an individual or damage property, whether communicated by mail, electronically, telephone call, fax or verbally;
- Committing injurious acts motivated by or related to domestic violence or sexual harassment.

IV. **Procedures**

*Immediate threats and imminent danger should be reported to the police by dialing 911.* If an employee perceives him/herself to be in imminent danger, or is confronted by a violently behaving person or an individual with a weapon, the proper response is to stay calm; be courteous and patient and maintain distance from the individual; signal a co-worker or supervisor that he/she needs help, but do not call for help oneself while in direct confrontation with the aggressor; keep talking and stalling, but do not risk harm to oneself; watch for a safe chance to escape to a safe area. Do not attempt to disarm an individual unless or until it is clearly safe to do so.

*If danger is not imminent*, employees who experience violence or have knowledge of any violation of this policy, or have reason to fear an impending incident of workplace violence, must communicate their concerns to their immediate supervisor, or to their department head, or to the Director of Human Resources. If they feel uncomfortable doing so, or if the supervisor, department head, or Human Resource Director is the source of the problem, condones the problem, or ignores the problem, the report may be made to any member of the Collective Risk Management Team (See HR-22, Exhibit B). As yet another alternative, the City has provided a toll-free 24-hours/day available *Employee Protection Hotline* which employees may call to report the incidents or potential incidents. The complaint will then be referred to the Collective Risk Management Team whose members have been trained to discreetly and professionally investigate and manage such employee complaints. *To report a complaint using the Employee Protection Hotline call toll-free 1-(800)-576-5262 day or night, 24 hours per day.* When reporting complaints via the "hotline" be sure to indicate the *City's Organization Code* which is *10046*. Employees should not directly confront the person who is the source of the violent, or potentially violent, behavior before reporting the complaint through any of the reporting channels listed above. Managers and Supervisors who receive such reports should contact the Human Resource Director or a member of the Collective Risk Management Team to coordinate the investigation and handling of these potentially serious risks.

Violators of this policy may be subject to criminal prosecution as well as to disciplinary action depending on the nature of the violation.